

**Village of Rantoul
333 S. Tanner
Rantoul, IL 61866**

02/06/2012

**REQUEST FOR PROPOSAL (RFP)
VRNTL-12-R-05
Flessner Ave Intersection Engineering Services**

ATTENTION RESPONDENTS:

Your firm is hereby invited to submit to the Village of Rantoul (hereinafter "Village") a proposal for **Flessner Avenue Intersection Engineering Services**. A successful respondent (or respondent team) will be selected by the Village based on a multi-step process, as described below.

THE VILLAGE OF RANTOUL, ILLINOIS, will accept sealed Statements of Qualifications from qualified Firms to provide Phase I/II and III engineering services for the intersection improvement located at the intersection of Flessner Avenue and US Route 45. The project is located within the Village of Rantoul.

Submittals will be received until closing time of **3:00 P.M.** prevailing time on **March 13, 2012** at the Rantoul Municipal Building, 333 South Tanner Street, Rantoul, Illinois. Submittals received after the closing time will not be accepted and will be returned unopened.

The Village of Rantoul will make the final selection of the firm or team of firms to perform the proposed services after March 13, 2012, and intends to award a contract by mid April, 2012. The Village reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of the Village.

Additional information concerning this RFP can be found at:

<http://www.myrantoul.com/government/purchasing/index.html>

All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

REQUEST FOR PROPOSAL (RFP)
Village of Rantoul
VRNTL-12-R-05
Flessner Ave Intersection Engineering Services

PART I

EXECUTIVE SUMMARY

Phase I/II and III engineering services are required for the intersection improvement located at the intersection of the Flessner Avenue and US Route 45. The project is located within the Village of Rantoul.

PART II

THE CONSULTING TASK

The purpose of this Request for Proposals (RFP) is to identify, select and engage a qualified and capable firm or firms to provide engineering services to the Village.

The selected respondent will demonstrate the ability to complete the attached Scope of Work in a manner acceptable to the Village.

The Village will attempt to negotiate a binding contract for the Scope of Work with the selected respondent promptly after the proposal submittal date.

PART III

INFORMATION AND INSTRUCTIONS TO RESPONDENTS

PROPOSAL DEADLINE: Responses to this Request for Proposals must be received by the Village at its offices located at 333 S Tanner Street Rantoul Illinois no later than **3:00 PM on March 13, 2012**. Any proposals received after the time stipulated will not be considered and will be rejected and returned to the respondent. Proposals must be responsive to all requirements outlined herein. The delivery of the proposal to the Village prior to the proposal deadline is solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal

Service, Federal Express or other couriers or delays caused by any other occurrence. Fax proposals are not acceptable.

COST OF SERVICES: Respondents should provide detailed information regarding total cost for the services proposed under this Request for Proposals, total costs for each service described in the attached scope of work, and a separate breakdown of rates for individuals or firms performing services and reimbursement of expenses.

SELECTION PROCESS AND NEGOTIATION: Selection will take place as follows. (1) Proposals: The Village will select one proposal from among those proposals submitted by the qualified respondents. Point scoring system and selection criteria for proposals are listed in the section marked "Proposal Selection Criteria." (2) Negotiations: The Village and the successful Respondent will negotiate a contract promptly after selection and intends to award a contract by mid April, 2012. If a mutually satisfactory contract cannot be reached with the selected respondent, the Village will enter into negotiations with the second-place respondent as determined under the selection criteria.

SCHEDULE: It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule; provided, however, that the Village reserves the right to modify this schedule in its discretion or subject to grant award.

Advertisement of RFP February 15, 2012
RFP Available February 15, 2012
Proposals Due 3:00 PM March 13, 2012
Contractor selected: early April, 2012
Contract for services awarded: Mid April, 2012

FORMAT OF RESPONSE: *If you intend to respond to this request for proposal, please submit your name, e-mail address, phone number, and the project you are interested in to the following e-mail address: BidPackets@myrantoul.com*

To be considered, respondents must submit a complete response to this Request for Proposals. The format provided in this section is not negotiable. Each proposal must be submitted in four (4) copies; the original copy must be submitted unbound and suitable for copying. The envelope containing the proposals must be sealed and labeled with the project name and delivered to:

Scot Brandon
Comptroller
Village of Rantoul
333 S Tanner
Rantoul, IL 61866

Failure of any respondent to receive an addendum or email interpretation of this RFP shall not relieve the respondent from any obligation under the RFP. All addenda will

become an integral part of this RFP. The proposal should include all required submittals. Failure to include each and every submittal may result in the rejection of your proposal. Proposals should be clear and concise. Where appropriate, statistical information should be shown in tabular form. It will be assumed that you have fully complied with the specifications unless deviations are clearly noted on a separate page labeled "Deviations from Specifications."

CHANGES IN SCOPE OF SERVICES. The Village may, from time to time, request changes in the Scope of Work to be performed by the selected respondent. No such change shall increase or decrease the amount of compensation to be paid to the selected respondent unless and until the parties enter into a written amendment to the contract for the Scope of Work.

CONFLICT OF INTEREST. The selected respondent shall be a firm or team of firms that has no conflict of interest concerning its entry into a formal contract with Village requiring execution of the Scope of Work described in this RFP. Any potential conflicts of interest must be explained in your proposal.

REQUIRED SUBMITTALS: Each section of your proposal should include tabs that clearly and distinctly label and separate the following required sections.

COVER LETTER: Include a cover letter indicating the full name and address of your organization and the branch office or other subordinate element that will perform or assist in performing the services described. Please indicate the name of the senior contract person for your firm or team on this engagement, the office location from which the Village will be served, appropriate telephone and facsimile numbers, email addresses and acknowledgment of the ability to commit your firm or your team to the contents of this proposal and any other information you feel to be relevant. Please limit your letter to two pages. Indicate whether you operate as an individual, partnership or corporation or team of any of the foregoing. Include the state in which you are incorporated or licensed to operate. If the respondent is a corporation, then a completed corporate disclosure statement must be submitted with this proposal.

BACKGROUND AND EXPERIENCE OF RESPONDENT: Through a response to the specific requests below, the respondent should clearly state its skills and experience in a manner that demonstrates its capability to complete the Consulting Task as contained in Attachment A. If applicable, please highlight projects in which members of your proposed team have worked together.

- a. A description of experience within the past five (5) years related to providing Phase I, II and III engineering services. The firm must be **IDOT prequalified** in the following categories to be considered for this project:

Highways (Roads and Streets)

Location Design Studies (Reconstruction/Major Rehabilitation)

- b. Resumes of personnel (or, if a team, team members) to be involved in the proposed project, including: education and professional licensing, specific relevant experience and specific role in proposed project.
- c. A description of the team structure, inclusive of professional background, experience and percentage of time proposed to be devoted to this project.
- d. A list of 3-5 similar projects worked within the last five years, including reference names and telephone numbers.
- e. Short description of the consultant's approach to the needs of the project
- f. The cost of the respondent's services for the Consultant's Phase I and Phase II Engineering Services. This should include a spreadsheet that shows estimated man hours and costs for expected tasks.

ABILITY TO COMPLETE DESCRIBED SCOPE OF WORK: Your response to this section should demonstrate your ability to fulfill the Scope of Work listed in Attachment A.

REFERENCES AND ADDITIONAL INFORMATION & COMMENTS: Include any other information that you feel is pertinent but not specifically asked for herein. Please also provide personal and professional references that would allow the Village to further qualify the respondent's ability to accomplish the project.

PROPOSAL SELECTION CRITERIA: The Village will use a numbered point system (0-5) to grade each selection criteria. The Village shall select a proposal from among those submitted pursuant to the following criteria:

1. Amount of experience of the team with similar projects.
2. Breadth of expertise on the team.
3. The written presentation skills of the project team as demonstrated in the response to the RFP.
4. The demonstrated ability to complete projects on time.
5. The cost of the respondent's services for the Engineering Services.

CONTACT PERSONS: All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

RIGHT TO SUBMITTED MATERIALS. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP and all reports, charts, displays, schedules, exhibits, graph, maps and other documents provided by the respondents will become the property of the Village when received. The Village shall have the right to

use any ideas presented in the proposals, whether the proposals are selected or rejected.

DISCLAIMER. The information contained herein is provided solely for the convenience of respondents. It is the responsibility of all respondents to assure themselves that information contained herein is accurate and complete. The Village does not provide any assurance as to the accuracy of any information in this proposal. Any reliance on the contents of this RFP or any communications with the Village shall be at the respondent's own risk. The Village shall have no liability or obligation with respect to this RFP, or the selection and award process contemplated hereunder. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. All respondents to this RFP fully acknowledge all provisions of this Disclaimer and agree to be bound by its terms.

Attachment A
Flessner Avenue Intersection Engineering Services
Scope of Work

Flessner Avenue Intersection Engineering Services Scope of Work

SCOPE OF WORK

Phase I/II and III engineering services are required for the intersection improvement at US 45 (Liberty Blvd) and Flessner Ave in the Village of Rantoul.

Phase I engineering services will require the preparation of a Project Report including any necessary environmental documentation. Work may include data collection, pick-up survey, preparation of base map and mosaic, accident analysis, drainage, access, property and building impacts, right-of-way costs, traffic management, public involvement activities, coordination, preparation of Project Report expected to be a categorical exclusion and all other work necessary to complete the Phase I study. An approved Intersection Design Study will be prepared by the Consultant.

Phase II engineering services are required for the preparation of contract plans, specifications and estimates for the intersection improvement and all other work required to complete the Phase II portion.

Phase III engineering services are required for the improvement. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The estimated construction cost for this contract is \$1,000,000. The completion date for Phase I and Phase II engineering must be completed to allow for an April 26, 2013 Letting.